

Augustine Literacy Project – Charlotte (ALP) Job Description

Position Title: Development Coordinator

Department: Development

Reports To: Director of Development

Status: Full-time

About Augustine Literacy Project – Charlotte:

Augustine Literacy Project – Charlotte (ALP) is a Charlotte-based non-profit with a mission to improve the reading, writing and spelling skills of under-resourced children who struggle with literacy by providing free, long-term, one-on-one instruction from highly-trained tutors.

ALP pursues this mission utilizing a one-on-one methodology for students in first, second and third grades built on the research-based Orton-Gillingham approach and uses materials developed by Wilson Language Training Corporation and ALP. In school year 2020-21, during the pandemic, ALP volunteer tutors supported 19 Charlotte-Mecklenburg schools, serving 178 students through 3,779 free tutoring sessions. Coming out of the pandemic, ALP is poised for aggressive growth with a target of serving over 350 students through a combination of in-person and virtual tutoring.

Augustine Literacy Project-Charlotte's vision is that all children have access to reading instruction that meets their individual needs and improves their opportunities to be successful in school and in life. ALP is undergoing a period of strategic growth and has begun playing a significant role in the larger movement to help children recover missed learning due to COVID 19 and bring about a reading revolution in our community.

About the Position:

The Development Coordinator will provide data management and development operations support within the department.

Primarily, this position is accountable for the identification, management, and submission of all grants. This role will support the Director of Development to clearly communicate grant specifications and requirements, develop and maintain data resources used to develop cases for support---bolstering awareness and building advocacy for the ALP mission. This position also supports other departmental responsibilities connected to donor & program data maintenance and stewardship, prospect research, and any other development-related duties as assigned by the Director of Development.

The successful candidate values collaboration and teamwork, enjoys working in a fast-paced environment, and will support diversity, equity and inclusion efforts underway at ALP.

Principal Responsibilities:

Grants Administration

- Effective and timely coordination and submission of all grant requirements (LOI, proposals, reporting, submission, and internal filing)
- Communicate upcoming deadlines and deliverables to staff, thereby ensuring smooth completion of work responsibilities.

- Monitor paperwork and other related documents connected with grant-funded programs.
- Collect, record, and maintain all case statements and shared boilerplate.
- Perform prospect research for potential grant funding opportunities – a constant effort to grow the grant pipeline.
- Work with the Director of Development, or any other assigned staff members, on ALP grants.

Donation Processing

- Process all donations, donor acknowledgments, and matching gifts, mail pledge reminders, and other donor communications as required.
- Provide excellent and timely customer service to external customers who request information, including recent and past donations, and other donor records.
- Assist in gift reconciliation with the accounting department.
- Maintain accurate and up-to-date donor contact and biographical information; add gift information and donor correspondence.

Development Operations Support

- Manage data for stewardship reporting related to donor and volunteer experiences.
- Manage to development goals and objectives assigned by the Director of Development.
- Improve data auditing and processes for pipeline management to ensure accurate data for forecasting and planning.
- Assist with analytical reporting on donor and prospect data.
- Execute regular data integrity checks and ensure consistency of data.
- Scrub and maintain donor and prospect lists in Bloomerang.
- Manage mailing lists for newsletters, reports, and other development projects.
- Maintain volunteer information within Bloomerang.

Knowledge/Skills Required:

- 2-3 years' experience in nonprofit grant writing and development (or comparable experience)
- Superb writing, editing and verbal communication skills, including the ability to articulate complex issues
- Experience with relational databases (Bloomerang or similar) preferred
- Ability & maturity to work on multiple tasks simultaneously and prioritize appropriately
- Self-motivated, detail oriented with excellent organizational and time-management skills
- Proficiency in Microsoft Office applications
- College degree or equivalent

To Apply:

Please send your resume, cover letter and professional references to love2read@alpcharlotte.org.

ALP is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, veteran status, or genetic information.